INTAKE CHECKLIST

CASE # 0134-15 COMPLAINANT [redacted]

PHASE I (first ten days)

	Done	N/A	Date Ordered and Notes
A. CASE RECEIVED			
1. Log into book/database	✓		
B. LOCATE AND INTERVIEW COMPLAINANT			
1. Obtain specific contact info	✓		
2. Medical release signed		NO	Counsel ignored requests.
3. Juvenile Consent form signed		✓	
4. 148.6 signed or taped		✓	
5. Photograph injuries	✓		SFPD Homicide + CSI + Med Examiner
6. Photo spread	✓		
7. Complete 293	✓		
C. CASE CHRONOLOGY			
1. Summarize interviews/evidence in CWS	✓		
2. Record investigative steps in CWS	✓		
D. COMPUTER INFORMATION			
1. Run CAD, QCH, QUH,	✓		
2. ~~DMV~~, QALI., QIR, QPRI., QLAB, QCA	✓		
3. Run PS or Roster	✓		
4. Other			
E. ORDER DOCUMENTS			
1. Obtain copy of IR	✓		ORDERED
2. Obtain communications tape	✓		
3. Citations ordered		✓	
4. Medical records			Med Exam + Forensic Pathologist
5. Arrest card			
6. ~~S/W (affidavit)~~, UOF log, ~~Tow Inventory~~,	✓		
7. ~~849(b), Strip Search Auth., Juvenile Log, Arrest~~		✓	
8. Log, Paramedic Records		✓	
9. Housing card		✓	
10. Other			
F. IDENTIFY WITNESSES			
1. Obtain specific contact info	✓		
2. Start witness list	✓		
G. DRAFT ALLEGATIONS	✓		
H. FINALIZE NARRATIVE	✓		
I. START TAPED INTERVIEW LOG		✓	
J. REVIEW GO'S, RULES, HS/WI/PC/DB/MPC/ COPWARE	✓	✓	
K. PREPARE CASE MGMNT. DOC. (See reverse)	✓		

PHASE II

	Done	N/A	Date Done/ Notes
A. SENT IN FOR INTAKE REVIEW	✓		
B. INV PLAN/ALLEGATIONS APPROVED	✓		
C. ASSIGN WEIGHT			
D. COPY 293	✓		
1. Copies sent to Admin	✓		
2. Copies mailed to COMP	✓		

(OVER)

CASE MANAGEMENT DOCUMENT

	Priority	Weight	Initials	Date
Investigator			DA	3/31/15
Sr. Investigator				
Chief Investigator				
Upon Closure				
Due Date				

Investigative Plan/Comments/Suggestions/Request for Conference:

Deadly OIS, 2 Plainclothes Qzs, 3 civilian witnesses?